

REPORT OF SUPERVISORY ABILITY AND EXECUTIVE POTENTIAL						EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)				2. DATE OF BIRTH		3. SEX	4. GRADE
5. SD				6. FUNCTIONAL JOB TITLE		7. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	
8. CURRENT STATION				9. NO. OF EMPLOYEES IN ORGANIZATIONAL UNIT MANAGED BY RATED SUPERVISOR		10. NO. OF THESE EMPLOYEES SUPERVISED DIRECTLY BY RATED SUPERVISOR	
11. THIS REPORT SUPPLEMENTS THE FITNESS REPORT ON THIS INDIVIDUAL FOR THE REPORTING PERIOD - FROM - TO -							
SECTION B DEMONSTRATED SUPERVISORY ABILITY IN CURRENT ASSIGNMENT							
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC SUPERVISORY RESPONSIBILITIES							
INSERT RATING LETTER WHICH BEST DESCRIBES PERFORMANCE →						RATING LETTER	
PLANNING		Grasps the long range implications of events and pre-arranges activities to meet anticipated needs.					
JUDGMENT		Makes decisions based upon accurate perceptions of interrelationships among complex matters.					
MANAGEMENT		Effectively organizes and controls the activities of his unit.					
DRIVE		Contributes substantial energy to the operation of his unit.					
HUMAN RELATIONS		Works effectively with people at all levels and influences their actions.					
LEADERSHIP		Motivates subordinates, directs and evaluates their activities, and develops their capabilities.					
PERCEPTIVENESS		Is aware of the personal circumstances of subordinates and is sensitive to their feelings.					
COST CONSCIOUSNESS		Operates his unit economically.					
OVERALL SUPERVISORY PERFORMANCE IN CURRENT POSITION							
Take into account everything about the rated individual which influences his effectiveness as a supervisor. Based on your knowledge of his OVERALL performance of supervisory responsibilities during the rating period, place a letter in the rating box corresponding to the statement which most accurately reflects his performance as a supervisor.						RATING LETTER	
SECTION C EXECUTIVE POTENTIAL							
- CHECK (X) STATEMENT WHICH BEST DESCRIBES EXECUTIVE POTENTIAL -							
<input type="checkbox"/> 1 - Has little or no potential for handling more difficult executive responsibilities.							
<input type="checkbox"/> 2 - Has the capacity to handle executive responsibilities at the next higher level after further experience and training.							
<input type="checkbox"/> 3 - Has the capacity, now, to assume executive responsibilities at the next higher level.							
<input type="checkbox"/> 4 - Has the capacity to develop a high level of executive competence.							
<input type="checkbox"/> 5 - Has very high executive potential. Will probably progress to positions of very senior executive responsibility and authority.							

SECRET

SECTION D			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE		SIGNATURE OF EMPLOYEE			
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
DATE		OFFICIAL TITLE OF SUPERVISOR		TYPED OR PRINTED NAME AND SIGNATURE	
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
DATE		OFFICIAL TITLE OF REVIEWING OFFICIAL		TYPED OR PRINTED NAME AND SIGNATURE	

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